

Retention and Classification Report

Agency: Sanpete County (Utah). County Commission (1520)

Sanpete County Courthouse
160 North Main
Manti, UT 84642

Records Officer

84102	Minutes
26812	*Minutes index
15778	Ordinances
25228	Publications

AGENCY: Sanpete County (Utah). County Commission

SERIES: 84102

4

TITLE: Minutes

DATES: 1852-

ARRANGEMENT: Chronological by date of meeting.

DESCRIPTION:

These minute books record the actions of the county commission (known during the territorial period as the county court), the governing body of the county. The commission is authorized to manage all county business and county property. This includes budgeting, equipment purchasing, and auditing; use of county lands; districting for schools, roads, voting, etc.; taxing, specifically acting as an ex-officio board of equalization; business licensing; arranging for the construction of roads, public buildings, etc.; contracting for services; supervising the conduct and payment of all county personnel; providing for basic health care, public safety, and care of the indigent; canvassing election returns and appointing certain officials; incorporating municipalities; and by the 1980s, planning and zoning. All these activities are noted in the minutes with the day's entries prefaced by date, names of those present, and where and when they met.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Sanpete County (Utah). County Commission

SERIES: 84102

TITLE: Minutes

(continued)

Paper: Retain in Office permanently or until microfilmed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Digital image: Retain in Office permanently.

APPRAISAL:

Administrative Fiscal Historical Legal

This disposition is based on the value of the series as the legal record for the county, probably the best single source of historical information on official activities (building, bonding, employees, voting, licensing, taxing, zoning, etc.)

PRIMARY CLASSIFICATION:

Public

AGENCY: Sanpete County (Utah). County Commission

SERIES: 26812

3

TITLE: Minutes index

DATES: 1854-1909.

ARRANGEMENT: Alphabetical by first letter of subject and thereunder chronological by date

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official county committees, boards, and task forces. They may also include an official agenda. (See Internal committee records)

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 15.

AUTHORIZED: 07/23/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This index provides access to early county court or commission minutes which document the early history of Sanpete County government.

AGENCY: Sanpete County (Utah). County Commission

SERIES: 26812

TITLE: Minutes index

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Sanpete County (Utah). County Commission

SERIES: 15778

3

TITLE: Ordinances

DATES: 1897-

ARRANGEMENT: Chronological

DESCRIPTION:

These records document the legislative action of the county commissioners. The county commission may "pass all ordinances and rules and make all regulations, not repugnant to law, necessary for carrying into effort or discharging the powers and duties" of their office (UCA 17-5-77 (1990)). The county clerk is required "to authenticate with his signature and the seal of the county clerk all ordinances or laws passed by the board and record the same at length in the ordinance book" (UCA 17-5-15(9) (1990)).

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 31.

AUTHORIZED: 08/23/1995

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Sanpete County (Utah). County Commission

SERIES: 15778

TITLE: Ordinances

(continued)

Digital image: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

PRIMARY CLASSIFICATION:

Public

AGENCY: Sanpete County (Utah). County Commission

SERIES: 25228

3

TITLE: Publications

DATES: 1969-

ARRANGEMENT: chronological by year

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for Sanpete County or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. Holdings include "Comprehensive Report on Water & Sewer for Sanpete County Utah" (1969) by Call Engineering.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 22.

AUTHORIZED: 04/02/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

PRIMARY CLASSIFICATION:

Public